## **CONTENTS**

	Page
Senate Officers	1
Members of Senate	3
Senate Rules - Table of Contents	4-10
Rules of the Florida Senate	11-66
Committees of the Florida Senate	67-68
Committee Assignments	69-73
Forms of Common Motions	74-76
Index to Senate Rules	79-108
Constitution of the State of Florida	1-C
Index to the Constitution of Florida	41-C
Constitutional Vote Required	66-C
SENATE RULES—TABLE OF CONTENTS RULE ONE	
OFFICERS, SENATORS, EMPLOYEES, AND ETHICS	
<ul> <li>Part One—Officers of the Senate</li> <li>1. 1—Election of the President, President Pro Tempore, Majority Leader, Majority Leader Pro Tempore, Minority Leader, and Minority Leader Pro Tempore</li> <li>1. 2—Calling the Senate to order</li> <li>1. 3—The President's control of Chamber, corridors, and rooms</li> <li>1. 4—The President's signature; questions of order; travel</li> <li>1. 5—Appointment of committees</li> <li>1. 6—The President's vote</li> </ul>	
<ol> <li>7—Vacating chair; duties of President Pro Tempore</li> <li>8—Election of Secretary of the Senate</li> <li>9—Secretary's duties at organization session</li> <li>1.10—Duties generally; keeps Journal</li> <li>1.11—Prepares daily calendar</li> <li>1.12—Reads papers; calls roll</li> <li>1.13—Attests to warrants and subpoenas; certifies passage</li> <li>1.14—Prepares printed forms</li> </ol>	

- 1.15—Examines legal form of bills for introduction
- 1.16—Indexes bills
- 1.17—Transmits bills to House of Representatives
- 1.18—Receives and delivers for reading messages from House; summaries of House amendments to Senate bills
- 1.19—Sergeant at Arms; election and duties

#### Part Two-Senators

- 1.20—Attendance and voting
- 1.21—Excused absence
- 1.22—Senate papers left with Secretary
- 1.23—Members deemed present unless excused
- 1.24—Contested seat
- 1.25—Facilities for members
- 1.26—Nonlegislative activities
- 1.27—Transition from office

## Part Three-Employees of the Senate

- 1.28—Dismissal of employees; services of spouse
- 1.29—Employees forbidden to lobby
- 1.30—Duties and hours
- 1.31—Absence without permission
- 1.32—Political activity
- 1.33—Secretary; supervision of employees
- 1.34—Sergeant at Arms; supervision of employees

## Part Four-Legislative Conduct and Ethics

- 1.35—Legislative conduct
- 1.36—Improper influence
- 1.37—Conflicting employment
- 1.38—Undue influence
- 1.39—Disclosure and disqualification
- 1.40—Senate employees and conflicts
- 1.41—Advisory opinions
- 1.42—Penalties for violations

#### RULE TWO

## COMMITTEES, OFFICERS, MEMBERS, VOTING, MOTIONS, DECORUM, AND DEBATE

## Part One—Committees Organization, Duties, and Responsibilities

- 2. 1—Standing committees; standing subcommittees
- 2. 2—Powers and responsibilities of committees
- 2. 3—Committee reports prior to session, availability of records and reports
- 2. 4—Committee staffing
- 2. 5—Committee utilization of federal funds
- 2. 6—Notice of meetings

- 2. 7—Bills recommitted
- 2. 8—Notice of hearing; publication
- 2. 9—Committee meetings; committee meetings after 50th day
- 2.10—When, where committees meet
- 2.11—Attendance by sponsor of bill
- 2.12—Order of business
- 2.13—Open meetings
- 2.14—Time for consideration of bills
- 2.15—Standing committee duties in deliberation
- 2.16—Standing subcommittee reports
- 2.17—Quorum of committee
- 2.18—Prefiled bills
- 2.19—Conference committee in deliberation

## Part Two-Committees-Officers

- 2.20—Appointment of Chairman and Vice-chairman
- 2.21—Calling committee to order
- 2.22—Chairman's control
- 2.23—Chairman's authority; appeals
- 2.24—Chairman, Vice-chairman; vote
- 2.25—Temporary alternate to Chairman
- 2.26—Vice-chairman duties

#### Part Three-Committees-Members

2.27—Members' attendance, voting, proxy

## Part Four-Committees-Voting

- 2.28—Taking the vote
- 2.29—Pairing prohibited
- 2.30—Casting vote for another
- 2.31—Explanation of vote

## Part Five-Committees-Motions and Precedence

- 2.32-Motions; how made, withdrawn
- 2.33—Motions; precedence
- 2.34—Division of question
- 2.35—Reconsideration generally
- 2.36—Reconsideration; vote required
- 2.37—Reconsideration; debate allowed
- 2.38—Reconsideration; collateral matters

## Part Six-Committees-Amendments

- 2.39—Form, manner of consideration
- 2.40—Sequence of amendments to amendments
- 2.41—Striking all after enacting clause
- 2.42—Amendment by section
- 2.43—Senate amendments to House bills

## Part Seven—Committees—Decorum and Debate

- 2.44—Decorum and debate
- 2.45—Chairman's power to recognize

- 2.46—Interruptions; when allowed
- 2.47—Speaking rights
- 2.48—Time for debate
- 2.49—Limitation on debate
- 2.50—Priority of business
- 2.51—Questioning right to vote
- 2.52—Appeals
- 2.53—Appeals debatable

#### RULE THREE

## BILLS, RESOLUTIONS, AND MEMORIALS

- 3. 1—Form of measure
- 3. 2—Form of bills
- 3. 3—Form of local bills
- 3. 4—Form of joint resolutions
- 3. 5—Form of memorials
- 3. 6—Form of resolutions; Senate and concurrent
- 3. 7—Introduction during session
- 3. 8—Prefiled bills
- 3. 9—Printing of bills
- 3.10—Identification of bills
- 3.11—Companion measures
- 3.12—Introducers of bills
- 3.13—Fiscal notes

#### **RULE FOUR**

## ORDER OF BUSINESS AND CALENDAR

- 4. 1—Sessions of the Senate
- 4. 2—Quorum
- 4. 3—Daily order of business
- 4. 4—Committee of the Whole
- 4. 5—Conference Committee Report
- 4. 6—Reference generally; final day for introduction of bills
- 4. 7—Reference to more than one committee; effect
- 4. 8—Reference to Ways and Means Committee; claim bills
- 4. 9—Reference of resolutions and veto messages
- 4.10—Reference to different committee or removal
- 4.11—Papers of miscellaneous nature
- 4.12—Reading of bills and joint resolutions
- 4.13—Reading of concurrent resolutions and memorials
- 4.14—Reading of Senate resolutions

- 4.15—Referral or postponement on third reading
- 4.16—Consideration out of regular order
- 4.17—Special Order Calendar, Consent Calendar
- 4.18—Calendar of local bills
- 4.19—Order after second reading
- 4.20—Enrolling

#### RULE FIVE

#### **VOTING**

- 5. 1—Taking the yeas and nays
- 5. 2—Change of vote
- 5. 3—Casting vote for another
- 5. 4—Pairing
- 5. 5—Explanation of vote
- 5. 6—Election by ballot

#### **RULE SIX**

#### MOTIONS AND PRECEDENCE

- 3. 1-Motions; how made, withdrawn
- 6. 2-Motions; precedence
- 6. 3—Division of question
- 6. 4—Reconsideration generally
- 6. 5—Reconsideration; vote required
- 6. 6-Reconsideration; debate
- 6. 7—Reconsideration; collateral matters and procedural motions
- 6. 8—Reconsideration; Secretary to hold for period
- 6. 9—Motion to indefinitely postpone

#### **RULE SEVEN**

#### **AMENDMENTS**

- 7. 1—General form; manner of consideration
- 7. 2—Adoption
- 7. 3—Sequence of amendments to amendments
- 7. 4—Striking all after enacting clause
- 7. 5—Amendment by section
- 7. 6—Printing in Journal
- 7. 7—Senate amendments to House bills
- 7. 8-House amendments to Senate bills
- 7. 9—House refusal to concur in Senate amendment

#### **RULE EIGHT**

#### **DECORUM AND DEBATE**

- 8. 1—Decorum and debate
- 8. 2—Presiding officer's power of recognition
- 8. 3—Interruptions; when allowed
- 8. 4—Senator speaking, rights
- 8. 5—Limit on speaking
- 8. 6—Limitation of debate
- 8. 7—Points of order, parliamentary inquiry, definitions
- 8. 8—Questioning right to vote
- 8. 9—Appeals
- 8.10—Appeals, debatable
- 8.11—Questions of privilege

#### **RULE NINE**

#### LOBBYING

- 9. 1—Those required to register
- 9. 2—Method of registration
- 9. 3—Registration, exception
- 9. 4—Obligations of lobbyist
- 9. 5—Periodic reports required
- 9. 6-Ethics, Committee advisory opinions
- 9. 7—Compilation of opinions; list of lobbyists
- 9. 8—Penalties for violations
- 9. 9—Secretary to provide forms
- 9.10—Committees to be diligent

#### **RULE TEN**

#### CHAMBER OF THE SENATE

- 10. 1—Persons entitled to admission
- 10. 2—Exception
- 10. 3-Admission of press by President
- 10. 4—Recognition of guests
- 10. 5—Attire
- 10. 6—Gallery

#### RULE ELEVEN

#### CONSTRUCTION AND WAIVER OF RULES

- 11. 1—Interpretation of Rules
- 11. 2—Waiver and suspension of Rules

- 11. 3—Changes in Rules
- 11. 4—Majority action
- 11. 5—Uniform construction
- 11. 6—General

#### RULE TWELVE

# EXECUTIVE SESSIONS, APPOINTMENTS, SUSPENSIONS, AND REMOVALS

### Part One-Executive Sessions

- 12. 1—Executive session; authority
- 12. 2—Executive session; purpose
- 12. 3—Executive session; vote required
- 12. 4—Work product confidentiality
- 12. 5—Separate Journal
- 12. 6—Violation of Rule

## Part Two-Suspensions and Removals

- 12. 7—Procedure
- 12. 8-Special Master; appointment
- 12. 9—Special Master; floor privilege
- 12.10—Issuance of subpoenas, etc.

#### **RULE THIRTEEN**

#### SPECIAL SESSION

- 13. 1—Applicability of Senate Rules
- 13. 2—Sessions of the Senate
- 13. 3—Committee meetings; schedule, notice
- 13. 4—Delivery for introduction
- 13. 5—Committee reports
- 13. 6—Conference Committee Report
- 13. 7—Reconsideration
- 13. 8—Special Order Calendar

## RULE FOURTEEN

### **SEAL AND INSIGNIA**

## 14. 1—Seal and insignia